



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 1.4.2	Subject: TRAINING PLANS
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Section 4: Training and Staff Development	Revision Date:
Signature: /s/ by Director 7/15/96	Effective Date: Dec. 1, 1996

I. POLICY:

It is the policy of the Montana Department of Corrections to maintain an overall Department Training plan which will promote the professional development and efficient job performance of each employee.

II. AUTHORITY:

53-1-203, MCA. Powers and Duties of the Department of Corrections

III. DEFINITIONS:

None

IV. PROCEDURES:

Each Department program/facility will establish a training plan that describes the major program elements, requirements, and schedules. The training plan will be compiled by the program/facility Standing Committee Representative, with assistance from the Training Unit, including direct input annually from each division, program/facility administrator. This shall include an assessment of current job-related training needs.

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Contents of the Plan:

The elements of the training plan should include the following:

- C orientation and/or basic training for each employee
- C annual in-service training
- C facility/program training
- C emergency training for staff
- C meeting any special training needs
- C all other training mandated by statute or Department regulations
- C a specific time schedule for the provision of all approved training
- C cost estimates for all categories of training
- C written annual reports to the program/facility administrator that shall include an evaluation of all program/facility basic site specific, orientation, in-service, and specialized training.

V. CLOSING:

Questions concerning this policy shall be directed to the Training and Staff Development Unit of the Professional Services Division.